

Quantitative Researcher: Job Description

About The Workshop

The Workshop is a unique research organisation in Aotearoa New Zealand led by Tangata Tiriti. We are public policy and narrative researchers and advisors and our mission is to build an equitable, inclusive and thriving society. We work with research, government, iwi and non-governmental organisations, and businesses that share our values and mission.

In our multi-disciplinary work we build support for effective transformation and systems changes for improved social, economic and planetary wellbeing. Our approach includes:

- researching effective upstream solutions to downstream social and environmental problems
- understanding public thinking on the issues
- identifying how dominant narratives and frames influence people's thinking about these problems and the solutions
- utilising scientific methods to locate framing and narrative strategies that deepen people's thinking
- sharing framing techniques and tools to upskill people with complex knowledge to craft effective narratives.

Why work here?

This is a chance to join a small, innovative and growing team at a point where your skills could have a big impact on our ability to do more of our unique work to help make New Zealand a better place for everyone. We care deeply about delivering excellent and impactful work, and are curious and always learning how we can do that better.

Our organisation is women-led, focused on living our values (helpfulness, inclusiveness, interconnectedness, equity, rangatiratanga, ako, mōhiotanga, wairuatanga, and whanaungatanga) in our everyday interactions and decisions. We will do what we can to support you to work in ways that enable you to nurture and enjoy the people and things that matter most to you.

About the Quantitative Researcher Role

The primary purpose of the Quantitative Researcher role is to undertake and deliver research projects using The Workshop's unique mixed methods framing and narrative research framework. In this role you will be responsible for providing advice on methods, carrying out literature reviews, carrying out quantitative components of our projects, including research related tasks such as data collection, analysis and interpretation, managing and overseeing external quantitative testing, some qualitative research (with support), working with our research team to apply findings and develop insights and recommendations, implement our work in different ways, and any other research and project related tasks.

Topic areas are very wide ranging, encompassing social (child and family poverty) to environmental and health (air pollution and transport modality shifts) and justice issues.

This is a fixed term contract to undertake specific research projects with a view to a permanent role (where further project funding is secured).

The Researcher will:

1. Provide advice to the Research Manager and Co-Directors on appropriate and robust quantitative methods to use in our projects.
2. Be responsible for planning, with input from the Co-Director and research team, the quantitative methods for a research project.
3. Be responsible for delivering specific research projects, or parts of research projects. This includes:
 - a. Undertaking literature reviews (developing search strategies, searching, identifying relevant literature, synthesising and summarising the findings). It is a role for someone with experience in writing literature reviews for research.
 - b. Writing up methods and procedures
 - c. Developing surveys and other measurement tools
 - d. Conducting data entry
 - e. Carrying out statistical and other analyses
 - f. Interpreting and writing up findings into reports
 - g. With support, you may be asked to undertake qualitative research, e.g., interviews and focus groups, discourse analysis.
4. Be responsible for the administration of your research projects, or parts of your projects. This includes:
 - a. Briefings for research companies
 - b. Contracting and managing work with external research companies to carry out testing of our messages, including before and after tests, randomised control trials
 - c. Ensuring components you have responsibility for are delivered on time and within budget.
5. Work with the research team to develop recommendations and strategies based on the research to help deepen people's thinking and engagement on complex social and environmental issues.
6. Work on design and release of research outputs.
7. Contribute to implementing findings and recommendations.
8. Contribute to new research project proposals and plans.
9. Contribute your research and writing, organising skills to the other tasks when required.

Location: Webb St, Wellington (with flexibility for some work from home)

Start Date: July 2021 (negotiable)

Hours: A minimum of 24 hours per week, it could be up to full-time. We are flexible for the right candidate.

Salary Range: Starting salary \$65,000-70,000 full-time pro-rated for part-time, with review after six months.

Fixed Term: 12 months, (this contract is fixed term based on funding available for the research project they will be working on, with an intention to secure more funding and extend the contract)

Reports to: Research Manager, Dr Sharon Bell

Contact: Rachel@theworkshop.org.nz

Responsibility	Details
Research methods, planning and advice	<p>Provides robust advice to the Research Manager and Co-Directors on appropriate, valid and reliable quantitative methods to use in our projects, including cost and benefits.</p> <p>With input from the Co-Directors and Research Manager will plan the procedure and methods for research projects as it relates to the quantitative components of the work.</p>
Research pitches and proposals	<p>Works with the Co-Directors, Head of Operations and Research Manager to secure new research projects. This includes:</p> <ul style="list-style-type: none"> • Advising on best methods and phases of a proposed project in relation to quantitative components. • Contributing to proposals and pitches. • Gaining an overview of a new topic and appropriate research question (in discussion and literature scans).
Research projects	<p>Is responsible for delivering specific research projects, or parts of research projects, including:</p> <ul style="list-style-type: none"> • Undertaking literature reviews (developing search strategies, searching, identifying relevant literature, synthesising and summarising the findings). • Ethical aspects of research. • Writing up methods and procedures. • Developing surveys and other measurement tools. • Overseeing and/or carrying out data collection. • Data entry and cleaning. • Overseeing and/or analysis and carrying out statistical and other analysis, on effectiveness of interventions. • Writing up findings into reports. • Presenting findings to clients. • Working with the research team in a collaborative way to gain insights from them and share findings and developing recommendations together. • You may be asked to undertake qualitative research if required, e.g., interviews and focus groups.

Research Administration and Project Management	<p>Is responsible for administering and managing your parts of a research project including:</p> <ul style="list-style-type: none"> • Monitoring actual costs and hours against budgets, • Time management of planned research activities, • Reporting on task and budget progress to the manager, including proactively identifying where timelines may need to change. • Research administration, including: <ul style="list-style-type: none"> ◦ Drafting briefs for external research companies, ◦ Contracting and managing work with external research companies to carry out testing of our messages, including before and after tests, randomised control trials, • Contribute to production outputs, including: <ul style="list-style-type: none"> ◦ Proofing documents , ◦ Briefing illustrators, ◦ Helping organise and manage the launch of reports.
Research Dissemination and Implementation	<p>Disseminate the findings of our research, and tools for effective communication including:</p> <ul style="list-style-type: none"> • Working with the research team to translate research findings in field guides using The Workshop's evidence-led communications framework. • Developing and delivering presentations and talks on our findings and work. • Writing content about research and findings for newsletters, social media and blog posts. • Writing and contributing to a new training curricula.
Other research and project related tasks	<p>Help out other members of the team to deliver their projects, by pitching in on other tasks for example:</p> <ul style="list-style-type: none"> • Drafting presentations or parts of, • Proofing and reviewing documents, • Managing interns.

Personal Qualities and Qualifications

Required:

- At least two to five years experience in public health, social science, health, environmental research

or other related research fields.

- Experience carrying out quantitative research projects, including design, recruitment, data collection, analysis and write up. Experience in testing effectiveness of interventions is desirable.
- Competent user of quantitative data analysis packages (e.g., data analysis using SPSS, R, etc.)
- An understanding and valuing of mixed methods research approaches.
- Working knowledge of hierarchies of evidence and validity and reliability of different quantitative research methods in different settings.
- Experience in conducting high quality literature searches and reviews.
- Experience in writing publications, e.g., policy/research reports, guides, or toolkits or other relevant outputs.

Desirable: qualitative research experience for example conducting semi-structured interviews, focus groups and qualitative analysis (e.g., discourse analysis).

Knowledge and understanding of te Tiriti o Waitangi, its practice and application in research and organisations more widely.

Experience in managing research projects (maybe your own research project), including:

- Setting timelines and budgets and financial monitoring and reporting.
- Working with external contractors and contracts (e.g., working with external research companies on recruitment).

Post-graduate qualification in social sciences, statistics, health, public health, science, psychology, environment, Mātauranga Māori or related subjects, with a strong applied quantitative research component.

Shares the core values of The Workshop including a commitment to building a more inclusive and just New Zealand.

Proactive communicator: identifies what people need to be able to do their job, proactively communicates and doesn't let things slide. A decisive decision maker.

Excellent writing and communication skills – including experience and confidence in writing for a public audience.

Excellent judgement and risk assessment skills. Ability to identify risks early and proactively and constructively resolve problems.

Self-directed and autonomous with the ability to be self-motivated. An adaptive and flexible approach, with proven ability to work in a start-up environment, manage projects, time, budgets and self and take responsibility for workplan.

Highly organised and understands what a “good enough” process looks like.

The logo for 'The Workshop' features the text 'The Workshop' in white, bold, sans-serif font. The word 'The' is positioned above 'Workshop'. This text is contained within a dark blue rectangular box. The background of the entire logo area is filled with a pattern of thin, parallel, orange diagonal lines.

The Workshop

The ability to create and maintain a workplace culture that espouses the values of inclusivity, responsibility and curiosity, including raising risks to this culture with co-workers and the Trustees.

Excellent collaboration skills including ability to identify and manage potential conflicts early.